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www.wsdot.wa.gov/ta/homepage/hlphp.html

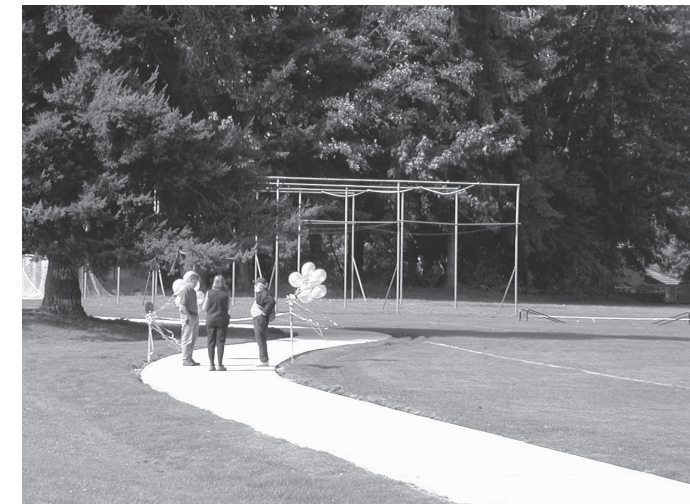
www.wsdot.wa.gov/planning/shsp/htm

www.wsdot.wa.gov/ta/t2center/t2hp.htm



Highways & Local Programs Division Project Administration Requirements for Enhancement, Scenic Byways, and Safe Routes to School Programs

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Highways & Local Programs (H&LP) Division and the Federal Highway Administration (FHWA) have modified the requirements for administering Enhancement, Scenic Byways, and Safe Routes to School Program projects (Chapter 62). H&LP is allowing public agencies to administer these types of projects following the revised rules listed in the folio and Chapter 62 of the *Local Agency Guidelines (LAG)*.

Non-Profit Groups

Non-profit groups may administer projects that will not require design, the acquisition of property, or construction (such as bicycle maps, educational or enforcement only projects, or development of a corridor management plan for a scenic byway) and shall at the completion of the project provide a Certification Statement that the work has been completed in accordance with the approved project prospectus.

All non-profit groups must obtain a public agency sponsor for projects that include design, acquisition of property, or construction. The public agency sponsor will oversee the administration of the design, acquisition of property, construction phases, and provide the Certification Statement at the completion of the project.

Projects Within the Interstate Right of Way

Projects within the Interstate right of way shall be designed and constructed in accordance with the Washington State Department of Transportation (WSDOT) guidelines and standards. Contact your Region Local Programs Engineer or see *Local Agency Guidelines (LAG)* Section 14.3 for requirements.

Consultants

If the agency requires the consultant services of architects, landscape architects, land surveyors, or engineers then LAG Chapter 31 needs to be followed. If there are any questions, contact your Region Local Programs Engineer for assistance.

Design Standards

The design standards for roadway and pedestrian projects shall be at a minimum in accordance with the City and County Design Standards outlined in *Local Agency Guidelines* (LAG), Chapter 42. The design standards for bicycle or shared use facilities shall be developed utilizing the WSDOT *Design Manual*, Chapter 1020. The design documents are to be signed and stamped by a Professional Engineer, licensed in the State of Washington. All other projects shall be designed and approved in accordance with state law, and if applicable, in accordance with US Department of Interior Standards for Archeology and Historic Preservation, Volume 90 #140:44716.

Environmental

National Environmental Policy Act (NEPA) environmental documentation is required on all projects. For assistance in completing the Environmental Classification Summary, contact the Regional Local Programs Engineer listed on the back cover.

For those projects that require higher level NEPA documentation, such as Environmental Assessments or Environmental Impact Statements, the agency shall develop the required documentation in accordance with the process outlined in LAG, Chapter 24.

The local agency is responsible for ensuring compliance with the State Environmental Policy Act (SEPA) and obtaining all applicable local, state, and federal permits.

Acquisition of Property

If the project requires additional right of way (the acquisition of land, buildings, or easements), the provisions of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 apply. If your local agency does not have WSDOT approved Acquisition Procedures, contact your Region Local Programs Engineer for consultation and assistance prior to beginning any right of way processes.

Construction/Contract Documents

There are two options for a public agency to use in the construction of a project. A public agency may advertise for bids or use in-house forces with an approved Public Interest Findings document.

The Public Interest Findings document shall contain justification that includes cost estimates that clearly show that it is more cost effective to do the work by agency in-house forces versus competitive bidding. The public agency shall submit the Public Interest Findings with their agreement requesting construction funding to the Region Local Programs Engineer.

The contract documents for bids are required to incorporate federal requirements such as competitive bidding, Disadvantaged Business Enterprise (DBE)/Equal Employment Opportunity (EEO), and Buy America provision (see **Federal Specifications** for list). Projects within the highway, city street, or county road right of way may require the inclusion of the Davis Bacon Prevailing Wage Rate. Please contact your Region Local Programs Engineer to determine if Davis Bacon Prevailing Wage Rates apply. Contract documents shall be signed and stamped in accordance with state law.

Sole sourcing or use of trade names in specifications and on plans are discouraged and if used, the agency must follow the Proprietary Items procedures outlined in LAG Chapter 44.55.

Advertising, Award, and Execution

The contract advertisement period is a minimum of two weeks. The agency will award and execute the contract to the lowest responsive bidder, unless the agency decides that all bids are to be rejected.

Certification Statement

After the completion of the contract and acceptance by the agency, a Certification Statement shall be provided to the Region Local Programs Engineer. The Certification Statement must state that the work has been completed in accordance with the approved project prospectus and provide a Building Permit that has been approved and signed off by the building inspector, or it must state that the work has been completed in accordance with the approved project prospectus; applicable federal, state, and local codes; and public works contracting requirements and laws.



Federal Specifications

Washington State Department of Transportation's *Standard Specifications for Road, Bridge, and Municipal Construction*

| | |
|-----------|---|
| 1-04.4 | Changes |
| 1-04.7 | Differing Site Conditions (Changed Conditions) |
| 1-07.11 | Requirements for Nondiscrimination |
| 1-08.1(1) | Subcontractor Completion and Return of Retainage Withheld |
| 1-08.9 | Liquidated Damages |

Washington State Department of Transportation's *General Special Provisions*

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| GSP 0651.GR1 | Buy America |
| GSP 07112.GR1 | EEO |
| GSP 07112B.GR1 GSP 07112C.FR1 | DBE Zero Goal (Race Neutral) or (Condition of Award) |
| GSP 0712.GR1 | Federal Agency Inspection |
| FHWA 1273 | |
| Davis Bacon Federal Wage Rates (if applicable) | |

